



# CITY OF HOUSTON

## Job Posting

tj

**Applications accepted from:**

**ALL PERSONS INTERESTED**

**Job Classification**

**SENIOR DATA CONTROL CLERK**

**Posting Number**

**PN#103881**

**Department**

**Department of Public Works & Engineering**

**Division**

**Resource Management Division**

**Section**

**Utility Customer Service Section**

**Reporting Location**

**4200 Leeland\***

**Workdays & Hours**

**M - F, 6:00 a.m. – 3:00 p.m.\***

**\*Subject to change**

### **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs advanced clerical support activities related to computer operations in Utility Customer Service's Cashier Section. Ensures that production work enters the run stream in compliance with the daily production schedule. Maintains and checks status of work as it moves through the production cycle. Opens mail on Opex. Transmit all finished output. Processes all returned mail.

### **WORKING CONDITIONS**

This position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **MINIMUM EDUCATIONAL REQUIREMENTS**

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

### **MINIMUM EXPERIENCE REQUIREMENTS**

Two years of general clerical or computer operations experience are required.

### **MINIMUM LICENSE REQUIREMENTS**

None

### **PREFERENCES**

10 key touch preferred.

### **SELECTION/SKILLS TESTS REQUIRED**

None

### **SAFETY IMPACT POSITION**

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 12  
\$789 - \$1,055 Biweekly      \$20,514 - \$27,430 Annually

### **OPENING DATE**

**April 6, 2005**

### **CLOSING DATE**

**April 12, 2005**

### **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> Level. Our Telephone Device for the Deaf phone number (713) 837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer